

NJIT MISSION STATEMENT

NJIT prepares its graduates for positions of leadership as professionals and as citizens; provides educational opportunities for a broadly diverse student body; responds to needs of large and small businesses, state and local governmental agencies, and civic organizations; partners with educational institutions at all levels to accomplish its mission; and advances the uses of sciences, technology, engineering and mathematics (STEM) as a means of improving the quality of life.

To make an appointment, please e-mail pals@njit.edu or stop by Fenster 420.



Advising Success Center
University Heights
Newark, NJ 07102
Fenster Hall 420
973-596-5598
www.njit.edu/advising



MOTIVATING TOMORROW'S LEADERS ONE CONNECTION AT A TIME

Advising Syllabus

Office: Fenster Hall 420
973-596-5598
asc@njit.edu

This syllabus is designed to ease your transition to college and outline what is expected of you during your academic advising appointments throughout your time at NJIT. Please keep this document and refer to it before each advising appointment.

Our Mission Statement:

Through meaningful, individual, collaborative relationships with academic advisors, students are able to effectively create and follow lifelong educational and career goals.



Our goals are:

1. Supporting and guiding you throughout your college experience
2. Helping you to become a lifelong learner
3. Create a warm and welcoming environment

Objectives of Undecided Academic Advising

- ~ To facilitate your ability to meet General University Requirements (GURs) and make informed decisions about your academic future.
- ~ To encourage your involvement in on and off campus, co-curricular experiences that will increase the value of your college experience and develop your interpersonal skills and leadership abilities.
- ~ To help you “connect” your college experience with your plans and goals for life after college.
- ~ To be a mentor to you by providing you with support and to improve on your self advocacy.
- ~ To assist you in finding the campus resource support services who can best help you succeed academically and personally.

1. Your role as an Advisee:

In order for the advising relationship to be successful, you must do your part and assume responsibility for your decisions. Your time spent preparing before the advising appointment can help your advisor be more effective in helping you focus on the important issues and answering your questions. In particular, you can help by doing the following:

- ~ Attending the advising appointments you have scheduled.
- ~ **Being prepared for your appointments.** You may need to do some homework. **Your advisor cannot do everything for you.** A true advisor is someone who gives useful advice to you — which you, in turn, use to make final decisions for yourself.
- ~ Being honest and open. If you are unhappy about something in your academic advising experience, or if you are having a personal problem that is interfering with your studies, please do not be afraid to share with your advisor.

By remaining honest and open with each other, and by working as a team, the advisor will have a close relationship that can help you succeed and allow your advisor to be effective.



2. My Role as an Advisor:

As your initial ASC academic advisor, I will serve as your guide. As we learn about each other as we will build a mutual rapport and trust. I will help you:

- ~ **Discover** your strengths, skills, and abilities to make the most out of your college experience. If you are undecided about a major, or career, I can help you identify your options and make referrals to people who can help you match your personal interests, values, and abilities with your choices.
- ~ I will encourage you to **Dream** about your hopes for the future (i.e., college, major, career). If you already know your major and/or career, I will help you confirm your choice — to make sure it is a decision that is best for you and co-create a **Design**.
- ~ I will support you as you work to **Deliver** your plan.
- ~ I will encourage you to celebrate your successes while challenging you not to be satisfied until you achieve your full potential.
- ~ I will be a good listener. If you have an issue I cannot help with, I will connect you with someone more qualified to help.

I see advising and teaching as closely related because in the process of reaching decisions about your future, you will also be learning a considerable amount about yourself, improving your goal-setting, clarifying your values, and developing your critical thinking and decision-making skills. This knowledge will enable you to make decisions about your future that will improve the quality of your personal and professional life.

Your responsibilities for each appointment:

1st meeting with advisor [New student, during Orientation]

STUDENT

- ~ Bring a list of questions to ask your advisor.
- ~ Make sure your computer password has been created and you have logged in to Highlander Pipeline, my.njit.edu
- ~ Know your NJIT ID number and UCID.
- ~ Come with any AP or college credit.

ADVISOR

- ~ Provide and explain new student materials such as Degree Works and Map Works.
- ~ Provide and explain relevant handouts regarding intended major.
- ~ Answer questions and make appropriate referrals.
- ~ Explain what happens next.

2nd meeting with advisor [First one-on-one meeting]

STUDENT

- ~ Bring your Degree Works with you.
- ~ Know how to access Highlander Pipeline.
- ~ Know how to access your NJIT e-mail and log into Moodle.
- ~ Bring any questions concerning prospective majors.

ADVISOR

- ~ Explain how to interpret Degree Works.
- ~ Answer questions pertaining to Map Works.
- ~ Discuss major options and restrictions.
- ~ Respond to questions and concerns.
- ~ Check on transition to college.

3rd meeting with advisor [Registration meeting]

STUDENT

- ~ Bring your Degree Works.
- ~ Have your upcoming semester course schedule completed for review.
- ~ Start thinking about what majors you might be interested in pursuing; have a short list of options.
- ~ Be knowledgeable about the different majors. Handouts are available in the Advising Success Center.
- ~ Bring questions you may have regarding major changes.
- ~ If your major has been declared you should be connecting with the Academic Advisors from that department.

ADVISOR

- ~ Check student's schedule for any red flags or concerns.
- ~ Discuss major.
- ~ Provide degree information if relevant.
- ~ Discuss short-term vs long-term goals.

4th meeting with advisor [Spring semester and beyond]

STUDENT

- ~ Bring your Degree Works.
- ~ Bring your Grid.
- ~ Be prepared with any questions and concerns.
- ~ Have major choices ready (if applicable).

ADVISOR

- ~ Check schedule.
- ~ Address questions.
- ~ Discuss long-term and short-term goals.
- ~ Make referrals.